

Ballot Judge Job Guide

Ballot Table	Action
Preparing Ballots	1. Remove the ballot transfer bin from the Transfer Cart. Verify the seals are intact and the seal numbers match the numbers listed on the <i>Ballot Certificate – Opening Section</i> .
	2. Unseal the bins and remove the ballots and ballot activation cards.
	3. Count the number of ballot packs for each ballot style. Verify the count on the <i>Ballot Certificate</i> . Alert a Chief Judge if there is a discrepancy.
	4. Initial and sign the certificate and return it to a Chief Judge.
	5. Return the ballots and ballot activation cards to the ballot transfer bin and seal it with tamper tape. Secure the bin in the Transfer Cart overnight.
Election Day	1. Verify the tamper tape seals on the ballot transfer bins are intact. Open the ballot transfer bins and remove one package of ballots per party ballot style. Do not open more than one package for each ballot style at a time. <ul style="list-style-type: none"> a. Place each package of ballots on the Ballot Table Template by party. b. Open one package of ballot activation cards. c. Prepare all other supplies for the polls to open.
	2. Ask the voter for their <i>Voter Authority Card</i> (paper). Ensure that it is signed by the voter, initialed by the Check-in Judge and the party; ballot style and precinct are circled or highlighted.
	3. Discreetly ask if voter requires any assistance. If the voter requests assistance, alert a Voting Judge.
	4. Use the <i>Voter Authority Card</i> to select the correct ballot style. Note: In the Primary Election, ensure that the proper PARTY ballot is issued.
	5. Carefully tear the ballot from the pad along the perforation. Do not damage the ballot.
	6. Initial the <i>Voter Authority Card</i> as Ballot Issuing Judge.
	7. Voters who choose to use the Ballot Marking Device (BMD) will be issued a Ballot Activation Card (BAC) instead of a regular paper ballot.
	8. Place the ballot in the privacy sleeve and insert the <i>Voter Authority Card</i> into the pocket on the privacy sleeve. Hand the voter the privacy sleeve.
	9. Direct the voter to the voting booths or to a Voting Judge, if they are using the BMD.
	10. Keep the ballots and ballot activation cards secure at all times.
Damaged/Torn Ballots	<p>When a paper ballot or BAC is damaged prior to being issued to a voter to the extent that a Scanning Unit will not accept it, follow these steps:</p> <ol style="list-style-type: none"> 1. Record the ballot on the <i>Spoiled Ballot Log</i>; 2. Write “spoiled” across the face of the ballot or BAC and over vote each contest; 3. Deposit the spoiled ballot or BAC into the <i>Spoiled Ballot Envelope</i>.

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Spoiled Ballots	A voter may not be issued more than three ballots
	<p>A voter may request a replacement ballot or BAC:</p> <ul style="list-style-type: none"> • A voter wants to makes changes to their ballot selections after the paper ballot has been marked (or a BAC has been printed); • A paper ballot or BAC is damaged to the extent that a Scanning Unit will not accept it; or • A Ballot Marking Device has malfunctioned or a BAC fails to work. <p>Note: A voter's BAC may be reused on a Ballot Marking Device that has timed out and if no selections have been made.</p>
	<p>1. Determine the reason for the replacement ballot and check the correct code on the <i>Spoiled Ballot Log</i>:</p> <ol style="list-style-type: none"> a. Use reason code 11 – if the ballot or ballot activation card is damaged by the voter or the judge, fails to work in the BMD or the BMD malfunctions. b. Use reason code 12 – if the voter has made selections on the ballot.
	<p>2. Indicate the ballot type, the voter's name and the voter's ID number and initial the form.</p>
	<p>3. Draw a line through the ballot judge's prior initials on the VAC and re-initial the VAC, to show that a replacement ballot has been issued.</p>
	<p>4. Confirm that "spoiled" has been written across the spoiled ballot or BAC by the voter and that the voter's selections cannot be seen.</p>
	<p>5. Give the replacement ballot or BAC to the voting judge to give to the voter.</p>
	<p>6. Deposit the spoiled ballot or BAC into the <i>"Spoiled Ballot Envelope"</i>.</p>

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